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Georgia Southern University Faculty Senate

Librarian's Report

January 24, 2020

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Submitted respectfully by Michelle Haberland, Faculty Senate Librarian, in preparation for the February 5, 2020 meeting of the Georgia Southern Faculty Senate.

FACULTY RESEARCH COMMITTEE MINUTES

December 6 , 2019 - 12:00 – 2:00 PM

Veazey Hall 2001C

Present:

Amanda Glaze, Senate Representative, Chair (2020)

Lei Chen, College of Engineering and Computing (2021)

Chad Posick, College of Behavioral and Social Science (2020)

David Sikora, Parker College of Business (2021)

Jamie Roberts, College of Science and Mathematics (2020))

Li Li, Waters College of Public Health (2021)

Lucas Jensen, College of Education (2020)

Marina Eremeeva, Jiann-Ping Hsu College of Public Health (2020)

Richard Flynn, College of Arts and Humanities (2021)

Beth Burrnett, University Libraries (2020)

Lance McBrayer, Provost's Representative (Ex Officio)

Ele Haynes, VPR Representative (Ex Officio)

I.CALL TO ORDER -The meeting was called to order at 12:02pm by the chair, Dr. Amanda Glaze.

II.APPROVAL OF AGENDA- The agenda was approved by a full vote of the committee.

III.APPROVAL OF MINUTES OF 10/18/19 - Completed by email and submitted to Librarian's report 11/1/2019

IV. CHAIR'S UPDATE

- a. Dr. Glaze welcomed everyone and reminded the committee of its charge as documented in the Faculty Handbook, Article IV Section 23. The Committee has 4 primary charges:
 - i. recommend policy and procedures covering all aspects of the University's support of faculty research and creative projects;
 - ii. review and evaluate proposals for faculty research funding and allocate funds budgeted for that purpose;
 - iii. review and evaluate nominations for awards and prizes in the area of faculty research; and
 - iv. address other specific questions in this area that may be requested by the Senate Executive Committee.
- b. Charge to committee: As a committee, we have the task of representing a unified front on the importance of research and scholarly activity across our three campuses. While there is a great range of definition in what this means in each college and department, excellence is the unifying factor. As such, I want to modify our challenge from last year, which asked us each to advocate vocally for our separate colleges to a charge of unification, whereby each of us, as members of this committee take an active role in our colleges to ensure that the candidates for award are empowered to voice the strengths and excellence of their contributions. It is the responsibility of those applications presented to convince the committee of their excellence and ours as a unified body to evaluate their narrative to draw our conclusions.
- c. Report on 11/21 awards process informational meeting with Dr. Curtis and Dr. Bland
 - i. Committee has autonomy to develop materials for evaluation of the new awards and should do so by the end of this year (January)
 - ii. This year we are allowed to use existing evaluation/submission process and both awards will come to single location
 - iii. Will need to discuss how to align with the new university level submissions
 - iv. Questions:
 - a. RF-Did this process go through faculty senate?; Answer: No, per email from Dr. Bland re process, re-read the email message regarding the ad-hoc committee (see attachment A) and development of new awards.
 - i. RF-Motion brought to floor to submit a letter from the committee to the provost and senate regarding the process undertaken to develop the new awards. (Passed unanimously, RF will draft, committee will review and vote again by email.)
 - b. ME-If we look at nomination side it is not clear what is required or what the definitions are for the awards. What information is provided for submissions? Answer: The rubric and other information has been removed from the website, committee members should reach out to their colleges to share key information about the process and focus shift to the narrative.
 - c. RF-So this year the candidates cannot see what they are being measured on? Answer-in the past only FRC had this information online but now none of it will be online for continuity across awards.
 - d. EH & AG-The process this year is that we will get a single pool but they will note which of the two awards a person has been nominated for, as they can only be nominated for one award. We will have to define what "innovation" looks like for the purpose of the new award, we will plan on using our January meeting times to host this discussion.

- d. Due to the shift in the timeline for the new awards, it is recommended that the internal funding reviews not take place until after the award reviews are completed in February. Committee unanimously agreed by vote to hold the review of the internal funding applications until March-April.
- e. In light of the agreement to hold the reviews of the internal funding proposal, a motion was made to adjust the submission deadline on those proposals to give more time for completion. Committee unanimously agreed by vote to move the deadline for the submission of internal funding proposals from 1/27 to 2/28 at 5pm.

V. NEW BUSINESS

- a. Excellence Awards: Beginning this year the FRC will be tasked with review and selection of a winner for two awards, the Excellence in Research and the Innovation and Discovery Award.
 - i. University Schedule for awards
 - a. Nominations close 1/31
 - b. Committee has 2/1-28 to review
 - c. Recommendations due 3/1
 - d. Ceremony in April to honor awardees
 - ii. Committee Process
 - a. Process will be modified from prior process. Division of application reviews among members of the committee with three members assigned to each submission
 - b. Meet to discuss first round of reviews, evaluation based on peer committee ranking of proposals (Feb 7)
 - c. All members evaluate selected second round proposals
 - d. Meet to discuss and select winners (Feb 21)
 - e. We will discuss what excellence might look like across fields before evaluation to help us all conceptualize excellence in many disciplines. Start thinking about how your field/college would define excellence, innovation, and discovery to have defining conversations in January.
- b. Internal Funding Applications –
 - i. Posted Schedule
 - a. Call has already been sent
 - b. Materials are presently due 1/27 at 5pm but deadline will be adjusted to reflect 2/28 and sent immediately.
 - c. Evaluation of proposals will begin in March following award reviews.
 - ii. Committee Process
 - a. Process will remain unchanged. Division of application reviews among members of the committee with three members assigned to each submission
 - b. Meet to discuss first round of reviews, evaluation based on average scores of proposals (Mar 6)
 - c. All members evaluate selected second round proposals
 - d. Meet to discuss and select winners (Mar 20)
 - e. Depending on number of submissions, this process might last through April.
- c. Guidelines and planned process- Ele reviewed the websites with the committee for both the awards and internal funding as well as the process by which materials will be submitted.

- i. In the interest of transparency, each member will return information to their college via listserv or other mass comm in an effort to share how the evaluation process works, how the narrative is key to nominees demonstrating their own excellence.

VI. ANNOUNCEMENTS

VII. ADJOURNMENT-The meeting was adjourned at 1:27pm by the chair, Dr. Amanda Glaze with thanks to the committee for their work and patience in the process.

****<<Faculty Research Committee>> meetings are not recorded.***

12/5/2019

Georgia Southern University Mail - [GSNEWS] Announcing the University Awards of Excellence



Eleanor Haynes <ehaynes@georgiasouthern.edu>

[GSNEWS] Announcing the University Awards of Excellence

1 message

Communications and Marketing <communications@georgiasouthern.edu>
To: GS-FacStaff <gs-facstaff@georgiasouthern.edu>

Tue, Dec 3, 2019 at 10:59 AM

Nominations are now open! The University Awards of Excellence for Faculty and Staff are designed to identify and reward individuals who make outstanding contributions to the success of Georgia Southern University.

Through this awards process, Georgia Southern will recognize individuals who demonstrate excellence in performance and contributions to one area of the University's pillars and values. Each recipient will receive a monetary award along with a newly created medallion.

A total of 25 awards will be given annually: 12 Strategic Pillar Awards (1 Faculty, 1 Staff), 12 Institutional Values Award (1 Faculty, 1 Staff) and (1) Team Award. The five strategic pillars have 6 award categories (Student Success; Teaching; Research; Inclusive Excellence; Operational Efficiency, Effectiveness & Sustainability; and Community Engagement) while our values also have 6 award categories (Integrity, Academic Excellence, Discovery & Innovation, Openness & Inclusion, Sustainability, and Collaboration).

Award winners will be announced at a new University Awards of Excellence ceremony that will bring together all the previous university-wide awards and ceremonies into one event that will celebrate excellence among faculty and staff. Additionally, this ceremony will honor years of service (5 years increments) with a certificate and award for both faculty and staff.

The University Awards of Excellence for faculty will be very similar to previously awarded honors. There will still be two awards each for teaching, research, and service, but they will be branded according to the pillars and values above. The Faculty Senate Committees in charge of choosing those awards will still follow their processes (Faculty Development, Faculty Research and Faculty Service). Traditionally, Staff would receive Awards of Merit, selected by Staff Council. The University Awards of Excellence will now take the place of those awards.

The University Awards of Excellence Process was developed by Faculty Senate and Staff Council leaders. Since August, a joint committee has engaged individuals, groups, Faculty Senate committees, the University Strategic Planning Committee, College Assemblies, and hosted listening sessions on both campuses. The Faculty Senate Welfare Committee and the Staff Council has reviewed and voted their support for this new University Awards of Excellence Program. The administration has pledged to financially support this program.

Nomination for the awards is a simple process. Just click on the [University Awards of Excellence homepage](#) and nominate a staff, faculty or team that you feel exemplifies excellence in one of the areas above. Application submission has also been simplified, streamlined and is entirely online.

More information and/or to nominate someone, please go to www.georgiasouthern.edu/gsawards/

Nominations/applications close Jan. 31, 2020.

Attachment A: Email

FACULTY WELFARE COMMITTEE MINUTES

Faculty Welfare Committee January 15, 2020

Present: Wayne Johnson, COEP; Wendy Wolfe, CBSS; Alex Collier, COSM; Kristi Smith, LIB; Glenda Ogletree, COE; Helen Bland, CPH; Laura Valeri, CAH; Leticia McGrath, CAH; Jeff Riley, CAH; John Barkoulas, COB; Jeff Jones, CPH;; P. Cary Christian, CBSS; Mark Hanna, COB; Jim LoBue, COSM; Susan Hendrix, WCHP; Rebecca Hunnicutt, LIB

Guests: N/A

Absent: Linda Ann McCall, COE; Diana Cone, Provost's Office; Clinton Martin, COEP; Jan Bradshaw, CPH

I. CALL TO ORDER

Alex Collier called the meeting to order on Wednesday, January 15 at 1pm.

II. APPROVAL OF MINUTES

The committee met quorum. The November's meeting's minutes were seconded and approved. There was no meeting in December.

III. APPROVAL OF AGENDA

The January meeting agenda was seconded and approved.

IV. CHAIRS' UPDATE

Co-Chair Alex Collier offered his apologies to the larger committee for the lack of feedback and communication following the elections of late last semester.

V. FACULTY WELFARE ACTION ITEMS

A. RFI: Implementation of the Inclusive Excellence Study's Recommendation for Fostering Community on the Armstrong Campus – time sensitive.

Discussion: This RFI was submitted a few months ago and would need to be resolved by January 17, 2020 to be discussed at the next Faculty Senate meeting; this turnaround is not possible. Helen Bland said the man who submitted this RFI made recommendations (bullet points in RFI) based on the Inclusive Excellence Study's findings report. However, several FWC members felt this charge was beyond the FWC's purview. Mark Hanna agreed with and is sympathetic to the recommendations. Laura Valeri questioned if faculty could be involved with the implementation of these recommendations. Wendy Wolfe suggested Faculty Senate create an ad-hoc committee to work on this RFI (together with Student Government Association and Armstrong faculty). Wayne Johnson said he is on the search committee for the university's AVP of Inclusive Excellence and this person, once hired, may be involved with implementing these recommendations. Perhaps FWC could ask Dr. Maxine Bryant, Interim AVP of Inclusive Excellence, to speak at Faculty Senate and give an update on the Inclusive Excellence Study's findings report and its recommendations.

B. Other: A faculty member from the Armstrong campus questioned if he could continue to shower in the locker rooms in the old Pirate Athletic Center (PAC) building.

Discussion: Leticia McGrath suggested the faculty member contact Facilities Department, as this is not in FWC's purview.

C. Other: Laura would like to be added to the FWC's NTT subcommittee. Wendy would also like to be added to a subcommittee since her work with the Awards of Excellence subcommittee is finished.

Discussion: Both members will be added to FWC subcommittees.

VI. FACULTY WELFARE CURRENT BUSINESS

A. FWC Subcommittee: Non-Tenure Track Faculty Review Process

1. Diana Cone was unable to attend this meeting but did submit an update from the Provost's office regarding the workload expectations between various NTT faculty members. The committee had additional questions and she will be invited to attend a future NTT subcommittee meeting.

2. Jim LoBue mentioned he emailed updates regarding NTT policies at other universities before this meeting. These documents are in FWC's shared Google folder and will be discussed at the next subcommittee meeting. Kristi will email Doodle Poll for scheduling this meeting.

B. FWC Subcommittee: Lecturer Promotion/Reviews

1. No updates. Per Alex, can this group meet again within the next few weeks? Jeff Jones will email Doodle Poll for scheduling this meeting.

C. FWC Subcommittee: Chair Evaluations

1. Wayne has been leading this committee. He is still gathering information from each college, and has three or four left. He will email a Doodle Poll to schedule a meeting for the last week of January.

2. If 30% of faculty in a department want its Chair evaluated, one will be performed, outside of the regular five-year evaluation period set forth by the Board of Regents (BOR). BOR website lists evaluation guidelines.

3. Wendy remarked this subcommittee may overlap with concerns over the annual administration review some people received last spring. She asked how those responses were anonymized so that specific employees weren't identified. She also asked what the process is for those surveys and what happens with the compiled data.

VII. FACULTY WELFARE CONCERNS

A. "The Chronicle of Higher Education" article

Discussion: Leti suggested asking the AVP of Inclusive Excellence, once hired, to consider letting FYE teachers addressing issues of diversity and inclusion. Helen suggested inviting FYE staff teachers to Faculty Development Day to attend diversity and inclusion workshops. Leti shared details of an upcoming performance on the Statesboro and Armstrong campuses on February 5 and 6. Javier Avila will be sharing his American Latino experience through storytelling and dance.

B. Increased Class Size in Online Classes - to be discussed at next month's meeting

C. Increased Insurance Costs/Health Care Coverage – to be discussed at next month's meeting

VIII. NEW BUSINESS

A. Annual Faculty Evaluation Forms

Discussion: Wayne asked if there was a section for professional development on this new form since it is now the BOR's new, fourth criteria for promotion. Helen said that each college can add that section to the form if it's not listed. If we revise the form we need to present the revisions to Faculty Senate. Laura asked if the university could use one standardized form if each faculty member's discipline is unique. Perhaps we could develop a baseline form for each college to use and customize. Wayne asked if each department's evaluation form is in line with its college's requirements. Leti questioned if revising this form is beyond the FWC's purview.

IX. ADJOURNMENT

There being no further business, the meeting was adjourned on January 15, 2020 at 2:57pm.

Respectfully submitted,
Kristi Smith, Co-Secretary
Jan Bradshaw, Co-Secretary

Minutes were approved January 22, 2020 by electronic vote of Committee Members

GENERAL EDUCATION AND CORE CURRICULUM COMMITTEE MINUTES

General Education and Core Curriculum Committee Meeting Date – Friday, November 22, 2019

- Present:** Rocio Alba-Flores, Allen E. Paulson College of Engineering and Computing/Electrical and Computing Engineering; Amy Ballagh, Enrollment Management; Mary (Estelle) Bester, Waters College of Health Professions/Nursing; Suzy Carpenter, College of Science and Mathematics/Chemistry and Biochemistry; Daniel Chapman, College of Education/Curriculum Foundations and Reading; Michael Cuellar, Parker College of Business/Enterprise Systems and Analytics; Terri Fleteby, Institutional Effectiveness; Autumn Johnson, University Libraries; Barb King, College of Behavioral and Social Sciences/Criminal Justice and Criminology; Amanda Konkle, College of Arts and Humanities/Literature; Chris Ludowise, Office of the Provost; Jeffrey Mortimore, University Libraries; Dziyana Nazaruk, Jiann-Ping Hsu College of Public Health/Health Policy and Community Health; Hans-Joerg Schanz, College of Science and Mathematics/Chemistry and Biochemistry; Marian Tabi, Waters College of Health Professions/Nursing; Bill Wells, Parker College of Business/Finance
- Guests:** Delena Gatch, Institutional Effectiveness; Candace Griffith, Office of the Provost; Jaime O'Connor, Institutional Effectiveness; Brad Sturz, Institutional Effectiveness
- Absent:** Cheryl Aasheim, Allen E. Paulson College of Engineering and Computing/Information Technology; Donna Brooks, Office of the Provost; Finbarr Curtis, College of Arts and Humanities/Philosophy and Religious Studies; Marla Morris, College of Education/Curriculum Foundations and Reading; Amy Smith, Enrollment Management; Juwan Smith, Student Government Association; James Thomas, Jiann-Ping Hsu College of Public Health/Health Policy and Community Health;

I. CALL TO ORDER

Bill Wells, serving as chair in Finbarr Curtis's absence, called the meeting to order on Friday, November 22 at 2:37 p.m.

II. APPROVAL OF AGENDA

Barb King motioned to approve the agenda; seconded by Jeff Mortimore and passed unanimously.

III. NEW BUSINESS

A. Course proposals

i. CHEM 1030 Chemistry and Your World – deactivation

- Bill Wells described the proposal to deactivate the course since it has not been taught in decades
- Candice Griffith clarified that the deactivation is the final step in the process of removing the course; it can be reactivated later

MOTION: Bill Wells motioned for the course proposal to be passed. Unanimously approved.

ii. SCIE 1212 Chemical Environment

- Bill Wells explained this deactivation proposal for a redundant course that will no longer be taught.

MOTION: Bill Wells motioned for the course proposal to be passed. Unanimously approved.

iii. SCIE 1212L Chemical Environment Lab

- Bill Wells explained this deactivation proposal for a redundant course that will no longer be

taught.

MOTION: Bill Wells motioned for the course proposal to be passed. Unanimously approved.

iv. ECON 2105 Macroeconomics

- Bill Wells mentioned the emails exchanged by the committee regarding this course proposal. Bill Wells spoke with Rand Ressler for additional background information. Prior to consolidation, the course was part of global perspectives and was a required course. It is no longer a required course. There was some debate between Statesboro and Armstrong campus about the wording of the course description. The department ultimately elected to use the BOR approved course description. The course is now an elective in the course under area E. It is only required for business majors, but other students can take it as an elective course.
- Candace Griffith clarified that there was a global perspectives overlay for core courses and faculty adapted their courses to fit that overlay. That is no longer a requirement. Chris Ludowise added that the BOR has become more liberal in what they will accept in the core.
- Daniel Chapman asked for clarification on how courses could be updated if they were prescribed by the BOR, mentioning debates about Macroeconomics courses on other campuses due to the rapid evolution of the field and the need for higher education to keep pace with these changes.
- Chris Ludowise explained that the majority of courses can change their course descriptions with the exception of a select group of core courses that have universal numbers, titles and course descriptions for ease of transferability. Chris Ludowise stated that not all of our courses are in compliance with the universal guidelines, but that the BOR does not examine them unless they are presented for a proposed change, which was the case with ECON 2105.
- Bill Wells added that the way the course is taught will not change. The adjustments to the course description are only to satisfy BOR requirements. Chris Ludowise agreed and added that none of the course content or learning outcomes are determined by the BOR.

MOTION: Michael Cuellar called the question. Suzy Carpenter seconded. Unanimously approved.

B. Core assessment document review results

- Jaime O'Connor presented two documents to the committee providing an overview of the results of the recent core course assessment document review. She noted that one document showed a comparison of scores from the assessment plans submitted in Spring 2019 to the same areas rated in the current plans. The committee hoped these scores would improve based on feedback provided in the initial review. That was true in the majority of cases, but for some courses the scores dropped. Jaime O'Connor has been doing a close review of these cases to try to determine the reason for the lower scores and to determine some categorization to prioritize a response from the committee and OIE. Delena Gatch, Jaime O'Connor, and Finbarr Curtis met prior to this meeting to discuss the results and potential next steps.
 - Bill Wells asked if the same committee members rated the initial plans and the completed reports. Jaime O'Connor had not analyzed the results based on reviewer. Delena Gatch interjected that consistency in scoring can be challenging for this committee because of the two-year appointment and resulting turnover in membership. She mentioned that this was also brought to Finbarr Curtis's attention.
 - Delena Gatch asked if the committee would allow OIE to conduct an additional review of the results for the purpose of providing additional context to specific courses where necessary. She stated that Finbarr Curtis had been in support of that strategy.
 - Bill Wells suggested that in cases where scores went down across a department, a group of volunteers from the committee could review the results and have a preliminary discussion with the department. Delena Gatch responded that the previous committee chair had often attended meetings like this with her to represent the committee.

- Marian Tabi asked if the same rubric was used for both reviews. Delena Gatch responded that it was the same rubric and that OIE had intentionally postponed some changes requested by the committee for the reason of consistency in scoring. Marian Tabi noted that she had clear reasons for scoring lower than an initial review and that her scoring was tied to the language in the rubric. She noted that reviewers do make mistakes. Bill Wells agreed that factors like scoring fatigue could affect scores either positively or negatively.
- Delena Gatch agreed that there are number of factors that could account for scores being higher or lower than expected and that was the reason OIE did not want to send feedback that might be discouraging without careful consideration.
- Estelle Bester stated that she approved of the idea of OIE reviewing scores since they would be responsible for answering any questions and that it would create more consistency in the feedback.
- Michael Cuellar added that this was not dissimilar to the NSF approach in which a program officer would review to justify a rating. Jeff Mortimore offered the comparison of a journal editor who would oversee consistency of content. Delena Gatch stated that OIE is happy to serve in that capacity and that it also provides an opportunity for the office to encourage departments to continue working with OIE to make further improvements.

MOTION: Amanda Konkle motioned for approval for OIE to initiate feedback to the departments including any summary statements necessary with committee support in meetings to address any follow up questions. Jeff Mortimore seconded the motion. Unanimously approved.

- Several committee members expressed concerns about inconsistency of reporting across campuses, modes of delivery, and sections.
 - Michael Cuellar noted that the rubric is set up for reporting on a single, unified course rather than accounting for differences among sections. Jeff Mortimore stated that he looked for evidence of how departments ensure learning objectives are met across all faculty and all sections. Bill Wells added that sampling strategies were not consistently applied to all sections. Michael Cuellar raised concerns about the degree of consistency required relevant to prescribing teaching strategies.
 - Chris Ludowise pointed out that this has been an ongoing discussion in this committee and as part of academic program assessment. Modalities and methodologies can be more individual as long as key points are held in common, such as learning outcomes and the mechanisms in place to help students achieve those outcomes.
 - Jeff Mortimore mentioned that the language in the rubric was broad enough to allow for those variations but that departments needed to be much more explicit in justifying the variations in teaching methods in their courses. Bill Wells interjected that some departments write very clear descriptions of how learning outcomes are addressed in large or small sections, online and on ground, etc.
 - Delena Gatch added that the courses must have the same assessment method in place across campuses, modes of delivery, and sections. The report narrative should be broken out by campus, but we had not anticipated so much variation in section size. OIE addresses these issues individually with core courses, especially concerning questions like appropriate sampling strategies.
 - Bill Wells noted that some courses seemed to be collecting only very small samples. Michael Cuellar added that some courses using a pre/post-test had made the post-test optional which was not a reliable way to collect final assessment data.
 - Delena Gatch shared an idea proposed by Finbarr Curtis to develop a “study guide” for completing the assessment documents which would provide more explicit guidelines to departments and may help to resolve some of these issues. Jaime O’Connor added that OIE was also planning to create annotated examples to share with core course coordinators, particularly those new to the role.

C. Schedule for GECC meetings in spring semester

- Bill Wells asked committee members about consensus regarding a meeting time in the Spring semester. Chris Ludowise stated that Faculty Senate had already published a meeting time for Spring. Jaime O'Connor will verify the proposed time and send a poll to committee members regarding their availability at the assigned time.

IV. Old Business

A. Update on core course assessment documents outstanding

- Suzy Carpenter asked about strategies for preventing late report submissions in the future. Delena Gatch shared that OIE had recently held some open forums and the schedule for submission and review deadlines had been raised. OIE is open to suggestions and is considering solutions.
 - Bill Wells asked about courses that had not yet submitted reports. Jaime O'Connor reviewed the status of these courses, pointing out that some reports were not anticipated due to leadership or other changes and some were still expected. OIE has been in communication with those core course coordinators and department administrators.
 - Michael Cuellar asked about the implementation of the reports and feedback following this process. Delena Gatch explained that OIE follows up with the courses and then the reports are included as part of SACSCOC documentation for accreditation.
 - Bill Wells asked if courses not in compliance with reporting requirements could be removed from the core. Candace Griffith replied that the committee could make a recommendation for removal to the undergraduate committee. Chris Ludowise added that adjustments to the CIM software would be required to allow for the logic of a course proposal initiating from GECC.
 - Bill Wells stated that there has been hesitation to remove courses in the past because of the difficult process of restoring them later. Jeff Mortimore suggested a probationary period for courses to meet their assessment requirements. Jaime O'Connor pointed out that OIE had followed that procedure already and had contacted departments that had not submitted assessment plans asking them to submit a plan or initiate deactivation of the course. This resulted in the deactivations voted on in the committee today.
 - Candace Griffith stated that it is better to deactivate courses that are not active because we do not want to mislead students about courses in the core.

V. ADJOURNMENT

The meeting was adjourned on November 22, 2019 at 3:42 p.m.

Respectfully submitted,

Jaime O'Connor, Recording Coordinator

Minutes were approved December 11, 2019 by electronic vote of Committee Members
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GRADUATE COMMITTEE MINUTES

Graduate Committee Meeting Date – November 14, 2019

- Present: Dr. Chris Kadlec, CEC; Dr. Marcel Ilie, CEC; Dr. Jennifer Kowalewski, CAH; Dr. Nicholas Holtzman, CBSS; Dr. Chuck Harter, Parker COB; Dr. Constantin Ogloblin, Parker COB; Dr. Kristen Dickens, COE; Dr. Alma Stevenson, COE; Dr. Sarah Zingales, COSM; Dr. Andrew Hansen, JPHCOPH; Dr. Jessica Schwind, JPHCOPH; Dr. Gina Crabb, WCHP; Dr. Linda Tuck, WCHP; Ms. Caroline Hopkinson, Univ. Libraries; Ms. Nikki Cannon-Rech, Univ. Libraries
- Guests: Ms. Candace Griffith, VPAA; Dr. Ashley Walker, COGS; Mrs. Audie Graham, COGS; Mrs. Wendy Sikora, COGS; Mrs. Naronda Wright, COGS; Ms. Randi Sykora, COGS; Mr. Wayne Smith, Registrar's Office; Ms. Doris Mack, Registrar's Office; Mrs. Kathryn Stewart, Registrar's Office; Ms. Maggie Kuhn, GSO Representative; Dr. Deborah Thomas, COE; Dr. Lance McBrayer, COSM; Dr. John Kraft, CBSS; Mr. Norton Pease, CAH; Dr. David Williams, CEC; Dr. Sara Plaspohl, WCHP; Dr. Scott Beck, COE; Dr. Jonathan Grubb
- Absent: Dr. Richard Flynn, CAH; Dr. Chad Posick, CBSS; Dr. Shijun Zheng, COSM

I. CALL TO ORDER

Dr. Jennifer Kowalewski called the meeting to order on Thursday, November 14, 2019 at 9:03 AM.

II. APPROVAL OF AGENDA

Dr. Alma Stevenson made a motion to approve the agenda as written. A second was made by Dr. Kristen Dickens and the motion to approve the agenda was passed.

III. CHAIR'S UPDATE

Dr. Kowalewski will be assigning committee members to six teams for the graduate Comprehensive Program Reviews (CPRs). She hopes to send this information out via email by December 1.

Ms. Candace Griffith said this year they are recommending not to use alternates to score the CPRs, which means some members may have to score two CPRs. In January they will begin to schedule training. The norming sessions and additional training will take place in February in preparation for the scoring in March.

Dr. Kowalewski stated she will not be in attendance during the first hour of the December 2 Faculty Senate meeting. She asked one of the committee members to volunteer to give the Graduate Committee update to the Faculty Senate. Dr. Chris Kadlec volunteered to provide the update. Dr. Kowalewski said she would let Dr. Kadlec know if anything changes and if she will be able to present the information.

IV. DIRECTOR'S UPDATE

Dr. Ashley Walker shared the following updates:

- The College of Graduate Studies (COGS) newsletter, The Grad Post, was sent out Tuesday to graduate students, Graduate Program Directors, Department Chairs, and Administrators. Please feel free to forward the message to your colleagues or students you are recruiting.
- The Graduate Student Organization (GSO) on the Armstrong campus is hosting Bingo Night for graduate students tonight from 8-10 PM. The event will be held in the Student Union Ballroom A on the Armstrong campus. COGS has sent emails out to students with details. The last fall deadline to submit GSO travel and research grant proposals is tomorrow, November 15, by 5 PM. The spring deadlines are February 17 and April 1. COGS will be sending emails reminders to students. Please encourage your students to apply.
- The Graduate Writer's Boot Camps have been well attended during the fall semester. COGS and the GSO will continue to offer these events during the spring semester. COGS will send emails to graduate students once the dates have been selected.
- During the January meeting Dr. Walker will present some language change on some institutional level policies. The purpose will be to provide clarification to students. Dr. Walker asked the

Registrar's Office if this should be entered as a miscellaneous item in CIM or if it should be a handout to the committee during the next meeting. Ms. Doris Mack requesting the information be entered into CIM so that there is a record.

V. NEW BUSINESS

- A. Revising CIM Forms – Candace Griffith or OIE Representative** – Ms. Griffith stated last year the Undergraduate Committee had a lot of discussion regarding the CIM forms. One of the discussions was how the campus was not included on the forms so the committee agreed there needed to be some kind of campus designation. There was also confusion on program learning outcomes, student learning outcomes and assessments. The Undergraduate Committee formed a sub-committee that worked during the summer who made suggestions for the CIM forms. Ms. Griffith provided a brief review of the sub-committee's matrix of ideas. Ms. Griffith stated the sub-committee would like the Graduate Committee's okay to move forward with the suggested changes. Ms. Griffith explained that the next step would be to meet with the Registrar's Office to find out what can and cannot be done in CIM under our current contract. They would like to have changes made in time for the 2020-2021 academic year. The sub-committee is hoping CIM will be more user friendly for the users and reviewers.

MOTION: Dr. Kadlec made a motion to indorse the CIM form revisions submitted by the Undergraduate Committee Sub-Committee. A second was made by Dr. Chuck Harter, and the motion to approve the request was passed.

The sub-committee's proposed CIM form revisions are below.

Review of CIM Forms—Summer 2019

Process Revision Recommendations

1. *"Motion to approve that the Registrar's Office may process and complete any course or program revision, without need for approval from the Undergraduate Committee, when the only revision submitted is to update the course outcomes, assessment methods, and/or alignment with program learning outcomes."*

[Approved at March 2019 UGC Meeting]

2. Forms must be COMPLETE before reaching the Graduate or Undergraduate Committee in Workflow or will be returned to the previous stage (Associate Dean) by the Registrar's Office for completion of missing elements
3. *"Motion that certain editorial changes may be made to programs and courses and may be processed by the Registrar without need for review by the entire UGC/GC faculty body, after confirmation by the Chair of the UGC/GC that the changes adhere to one of the allowable exceptions outlined below. A list of such revisions approved by the Chair each cycle will be submitted as an FYI to the UGC/GC at the next monthly meeting"*

Program Forms

- Updating references to other courses that have changed course number or title
- Formatting/layout changes requested by the Registrar for clarity and/or consistency that do not alter the required courses of the program.
- Program code
- Program Student Learning Outcomes [and other assessment changes if those fields are added to form]

Course Forms

- Spelling corrections and small grammatical changes to course descriptions that do not alter the content of the course
 - Updating references to other courses that have changed course number or title
 - Updating variable hours of lecture-lab combo courses to allow for behind-the-scenes BANNER programming of multiple lab sections per lecture
 - General course goals/outcomes, Specific Course Learning Outcomes, assessment methods and alignment with Program Learning Outcomes
4. The chair must submit the agenda to the committee one week (7 business days) before the UGC meeting. Therefore, items should be submitted to the Registrar's Office 10 days before the meeting to allow time to review forms for minor issues like completeness and grammar and spelling errors.

New Program Proposal / Program Revisions CIM Forms

Item	Information Blurb	Notes/Comments
Catalog Pages Using this Program <i>*appears top of Program Revision CIM Form</i>		
Contact(s)	Please list the name, email address, and phone number of the individual to whom questions should be addressed.	
Effective catalog/Effective semester	Please note that programs (program requirements/catalog page) need to be published in the catalog before students may be eligible to receive financial aid. Consequently, it is generally recommended that spring or summer "effective semester" be avoided.	Confirm with Financial Aid
Meeting month rename "UGC/GC Meeting Month"	Please check meeting dates of approvers in WorkFlow to make sure the proposal has sufficient time to receive all necessary approvals before the University Curriculum Committee meeting for which this proposal is intended to be presented.	
Proposal type	Brand new degree programs have the option of submitting a Concept Paper for New Academic Programs (one-page) which is reviewed by the Board of Regents before a full proposal is developed OR programs can submit a Full Proposal for a one-step approval process. For additional information on the process, please see the Academic Program Development and Approval Process in the Digital Commons Policy Repository.	Replace existing information button; change "New Preliminary Proposal" to "Concept Paper (one-page)"; change "Formal Proposal" to "Full Proposal"; change "Other Program Proposals or Revisions that do not require Regents' approval" to "Substantive Changes and/or Program Revisions"
Department code/name		Move Dept below College as it needs college to filter dept choices
College		
Academic level		
Program type		Program types need to be defined. We tend not to distinguish between Concentrations and Emphasis within programs across campus as a whole.

CIP code	The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, and 2000. Use the Find... link to identify the appropriate CIP code.	
Name of Program		
Program Code <i>*appears on Program Revision CIM Form</i>		
Consistent with the goals of		Eliminate this section?
?Accreditation/Licensure		replace above with Accreditation text box
Delivery method		
Proposed tuition type		
Total credit hours required		
Target group of students		Eliminate this section?
?Program description and fit with institutional mission	Provide the rationale for developing the program and connection to the institutional strategic plan.	replace above with Accreditation text box
Program Requirements/Catalog Page	<i>Ask the Registrar's Office to enter catalog format template to enter new data within.</i>	
Program's Student learning outcomes	<i>Defer to Delena on defining for information blurb</i>	<i>adjust the name</i>
?Program Assessment Methods		<i>can we add a box for this</i>
Additional resources needed		While I understand why this section was added, I'm not sure anyone pays attention to it. Remove???
Is it possible this change..... And Does this proposal....		Can we make these so they need to check and not default to "no"?
Will a new program code be needed? <i>*appears on Program Revision CIM Form</i>	<i>Registrar: provide info button instructions so faculty may understand situations when a new program code will be needed</i>	
Justification for this request	Please provide a clear and detailed justification for the request. Language written in this section is frequently used in communications to the University System of Georgia and SACSCOC explaining the change.	
Additional information	Are there future impending changes that the program plans to make which might be helpful to know at this point in time? If so, please include here.	
Supporting documentation	For example, one-page Concept Paper; Full Proposal; Substantive Change Document, etc.	

New Course / Course Revisions CIM Forms

Item	Information Blurb	Notes/Comments
Catalog Pages referencing this course *appears top of Course Revision CIM Form		
Other Courses referencing this course *appears top of Course Revision CIM Form		
Contact(s)	Please list the name, email address, and phone number of the individual to whom questions should be addressed.	
Course Change(s) *appears on Course Revision CIM Form		
Effective semester	<p>Currently reads: For an effective semester other than those available in the drop-down, please include a request and justification as an Additional Information item at the bottom of the form.</p> <p>Change to: Please note that programs (program requirements/catalog page) need to be published in the catalog before students may be eligible to receive financial aid. Consequently, it is generally recommended that spring or summer “effective semester” be avoided.</p>	Confirm with Financial Aid
Meeting Month rename “UGC/GC Meeting Month”	<p>Currently reads: Please choose the month that corresponds with the University Curriculum Committee meeting for which this proposal is intended to be presented.</p> <p>Change to: Please check meeting dates of approvers in WorkFlow to make sure the proposal has sufficient time to receive all necessary approvals before the University Curriculum Committee meeting for which this proposal is intended to be presented.</p>	
Academic level		Recommend change to drop down menu to be consistent with New Program CIM Form.
CIP code	The Classification of Instructional Programs (CIP) provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completions activity. CIP was originally developed by the U.S. Department of Education's National Center for Education Statistics (NCES) in 1980, with revisions occurring in 1985, 1990, and 2000. Use the Find... link to identify the appropriate CIP code.	
Subject	<p>Currently reads: In the event that a new course number is needed (for a new course or course number change), please specify a course number request as an “Additional information” item at the bottom of the form. For more information on the course numbering system, please refer to the</p>	

	University Undergraduate or Graduate Catalogs at http://catalog.georgiasouthern.edu/ .	
Department code/name		Move Dept below College as forms needs college first to populate this field
College		
Course Number	<p>Currently reads: Please propose a course number based on the institutional course numbering system: The first digit corresponds to the level of the class. (1- Freshman, 2 - Sophomore, 3 - Junior, 4 - Senior, 5 - dual Undergraduate/Graduate, 6 - Lower Division Graduate, 7 - Upper Division Graduate, 8 - Upper Division Graduate, 9 - Doctoral Level Graduate.) The second digit indicates the course type. (1-5 - Traditional course format/Example: Lecture and Lab, 6 - Seminar, 7 - Internships and Practica, 8 - Independent Study/Directed Study, 9 - Research, 0 - Topics courses) The third and fourth digits are "free" and indicate the sequence of the course.</p> <p>Change to: If a new course number is needed (for a new course or course number change), please specify a course number request as an "Additional information" item at the bottom of the form. Recommend checking with the Registrar before-hand to make sure the course number is available.</p>	
Catalog Title (Appears only in catalog)	<p>Currently reads: Do not include Prerequisites, Corequisites or Cross Listings in the catalog description. Be sure to end the Catalog Description with a period.</p>	
Banner Title (Appears on transcripts and schedules)	<p>Currently reads: Please note that abbreviated titles are displayed on official transcripts and in the University Course Search. Also, please refrain from using symbols (with the exception of an ampersand).</p> <p>Change to: For course titles longer than 30 characters. Please note that abbreviated titles are displayed on official transcripts and the University Course Search. Please refrain from using symbols (with the exception of an ampersand).</p>	
Catalog description	<p>Currently reads: Do not include Prerequisites, Corequisites or Cross Listings in the catalog description. Be sure to end the Catalog Description with a period.</p>	
Prerequisites	<p>Currently reads: Format should be as follows: A minimum grade of "X" in SUBJ XXXX. For multiple prerequisites, please use the following format: A minimum grade of "X" in all of the following: SUBJ XXXX, SUBJ XXXX and SUBJ XXXX. Undergraduate: prerequisite grade will automatically default to D if no grade is selected. Graduate: prerequisite grade will automatically default to C if no grade is selected.</p>	

	<p>Change to: Format should be as follows: A minimum grade of “X” in SUBJ XXXX. For multiple prerequisites, please use the following format: A minimum grade of “X” in all of the following: SUBJ XXXX, SUBJ XXXX and SUBJ XXXX. Note that undergraduate prerequisite grade will automatically default to D if no minimum grade is indicated, and graduate prerequisites will automatically default to C if no minimum grade is indicated</p>	
Corequisites	<p>Currently reads: Please note the following: 1. An “or” cannot be used in a coreq listing. 2. Use the following format: SUBJ XXXX, SUBJ XXXX. 3. A new course form or course revision form must be submitted for each corequisite modification in order for all courses to reflect the corequisite link for registration purposes.</p> <p>Change to: All listed co-requisite courses must be taken simultaneously (“or” cannot be used in a coreq listings in BANNER). Use the following format: SUBJ XXXX, SUBJ XXXX. Note that co-requisite courses must ALWAYS be taken together (use a prerequisite “concurrent allowed” for corequisite course where one course may be retaken alone if not passed).</p>	
Cross Listing(s)	<p>Currently reads: Please note the following: 1. Use the following format: SUBJ XXXX, SUBJ XXXX. 2. A new course form or course revision form must be submitted for each cross listing modification in order for all courses to reflect the appropriate cross listing links.</p> <p>Change to: Use the following format: SUBJ XXXX, SUBJ XXXX. A new course or course revision form must also be submitted for each cross listed course (to list this course in its cross listing). Note that 5000-level courses must always include a 5000G equivalent cross listing</p>	
Is this a Core Curriculum course, or proposed as such? *only appears on Course Revision Form	<p>Change to: If Yes, select UGC Meeting Month that will also allow time for this proposal to route through the GSU Gen Ed Committee before reaching the UGC for review.</p> <p>If there is still a core proposal form also add: Be certain to upload and attach Core Proposal Form in the Supporting Documentation at bottom of form.</p>	This question needs to also be included on New Course Proposal Form
Will this course be listed on a program page in the catalog? *only appears on New Course Proposal Form	<p>Currently reads: Please note the following: 1. List all programs that will reference this course on the program page of the catalog (this is for FYI purposes only for reviewers and approvers). 2. A new program form or program revision form must be submitted for each program that will reference this course.</p>	
Does this course affect another Department or College?	<p>Currently reads: For NEW courses, please choose the appropriate departments and/or colleges that should be alerted of this new course proposal. For course REVISIONS, only list those departments/colleges that should be notified of these changes that are outside of those that are part of the Ecosystem. (Note: Any programs and/or courses that already reference this course are part of the Ecosystem at the top of the form.</p>	

	Each department associated with these programs/courses will be notified of the course revisions. If departments/colleges are chosen in THIS question, a Department Chair FYI alert will be generated, if colleges are chosen, this will generate a College Dean FYI alert as part of the workflow).	
Does this course impact educator preparation? (Contact the College of Education)	Currently reads: Please note: If “Yes” is selected, this proposal will require approval by the EPC Curriculum Chair as part of the workflow.	
Is this a variable credit hour course?	Currently reads: For example: Use 1-3 to indicate 1 TO 3 credit hours. Use 1,3 to indicate 1 OR 3 credit hours.	
Credit hours	Currently reads: Credit Hours and Contact Hours must be whole numbers. For more information on approved contact hour combinations, please refer to the University Undergraduate or Graduate Catalogs at http://catalog.georgiasouthern.edu/ .	
Weekly contact hours:		
Is this course repeatable for credit that can count towards graduation?	Currently reads: In order to select “Yes” the following must apply: (1) A student can take this course more than once and (2) each time it will count towards the total required credit hours for the student’s program of study.	
Will the course topic vary? *only on Course Revision Form		
Course fees:		
Primary Grade Mode		
Other Grading Mode(s) (check all that apply)		
Schedule type	Currently reads: Lecture - Must have class hours but no lab hours. Lecture/Supervised Lab - Must have lecture hours AND supervised lab/clinic hours. Lecture/Unsupervised Lab - Must have lecture hours AND minimally supervised lab/clinic hours. Seminar - Small group of upper division, graduate and/or honors students studying and interacting with faculty member(s). Supervised Laboratory - Students in a lab or clinic under the supervision of a faculty member. Must have lab hours but no lecture hours. Unsupervised Laboratory - Students in a lab or clinic under minimal supervision. Must have lab hours but no lecture hours. Independent Study - Approved study topic with periodic faculty guidance and no lecture, lab or clinic contact hours (code correspondence courses here).	

	<p>Directed Study (one-to-one) - A one-to-one teaching situation, e.g., private piano lessons.</p> <p>Asynchronous Instruction - Instruction that normally occurs without assigned space and with timing and duration that varies among students. This would include internet, print-based correspondence, and some types of satellite courses.</p> <p>Practice Teaching - Teacher education field experience</p> <p>Internship/Practicum - Minimally supervised practical or field experience related to the program of study.</p> <p>Thesis - Student working on master's thesis with minimal supervision.</p> <p>Dissertation - Student working on doctoral dissertation with minimal supervision.</p>	
Justification for this request	<p>Currently reads:</p> <p>Please provide a brief justification for this request; for example, required for the major, for certification, elective, etc.</p>	
Similarity with existing course	<p>Currently reads:</p> <p>Include a clear statement indicating that a thorough examination has been made of other departments/units/colleges and discuss to what extent this course duplicates or overlaps existing course(s). If course duplication occurs, provide a justification for a similar course and a description of dialogues that have occurred with the department(s) where the duplication exists.</p>	
Accreditation/Licensure approval	<p>Currently reads:</p> <p>Does this course meet the desired requirements for the appropriate accreditation bodies? Has the proposing unit secured the appropriate approval of all on-campus governing bodies {(e.g., Educator Preparation Committee (EPC))}?</p>	
General course goals/outcomes	<p>Currently reads:</p> <p>List the broad goals of the proposed course.</p>	
Specific Course Learning Outcomes, assessment methods and alignment with Program Learning Outcomes	<p>Currently reads:</p> <p>List the specific and measurable student learning outcomes of this course. Link each of the student learning outcomes to both the specific assessment method that will be used to measure the outcome and the program requirement that the outcome addresses.</p>	
Course content outline	<p>Currently reads:</p> <p>Provide a list of topics covered by the course, methodology used to deliver material, and typical materials (e.g., texts) used within the course.</p>	
Additional resources needed	<p>Currently reads:</p> <p>Provide information concerning what university resources will be required for this course.</p>	
Additional information		
Supporting documentation		

B. College of Arts and Humanities

Dr. Jennifer Kowalewski presented the agenda item for the College of Arts and Humanities

Department of Communication Arts

Revised Course:

[COMM 5333G: Theories of Mass Communication](#)

JUSTIFICATION:

COMM 2332 was inappropriately listed as pre-requisite for this course. COMM 2332 is a pre-requisite for undergraduates taking COMM 5333, but it should not be listed as a pre-requisite for the graduate student course.

MOTION: Dr. Dickens made a motion to approve the agenda item submitted by the College of Arts and Humanities. A second was made by Dr. Constantin Ogloblin, and the motion to approve the Revised Course was passed.

C. Waters College of Health Professions

Dr. Sara Plaspohl presented the agenda item for the Waters College of Health Professions.

Department of Rehabilitation Sciences

Revised Course:

[PHTH 8491: Clinical Education Synthesis 1](#)

JUSTIFICATION:

Credit hour change more accurately reflects the actual contact hours needed for the content

MOTION: Dr. Nicholas Holtzman made a motion to approve the agenda item submitted by the Waters College of Health Professions. A second was made by Dr. Kadlec, and the motion to approve the Revised Course was passed.

D. College of Engineering and Computing

Dr. David Williams presented the agenda items for the College of Engineering and Computing.

Department of Electrical and Computer Engineering

Revised Course:

[EENG 5540G: Communication Systems with Lab](#)

JUSTIFICATION:

The title was changed to resolve an out of sync error.

We changed the prerequisite by adding EENG 3341.

MOTION: Dr. Harter made a motion to approve the course agenda item submitted by the Department of Electrical and Computer Engineering. A second was made by Dr. Stevenson, and the motion to approve the Revised Course was passed.

Revised Programs:

[MSEE-EE: Electrical Engineering M.S.E.E. \(Thesis\)](#)

JUSTIFICATION:

Fixed a few typos in the text.

We changed the Mathematics core course that was inherited from our old MSAE program to Advanced

Power Systems (EENG 7333). The reason for that change is that the MATH course was used to provide the required math content to our previous Technology students to be able to obtain a graduate degree. However, since we are now an engineering program we have the required math preparation in the undergraduate program and there is no need for this course anymore. The advanced power system course is added to the graduate core to provide the needed background to satisfy the growing demand in graduate research in the area of power systems. The MSEE is being

expanded to be offered on the Armstrong, Statesboro Armstrong and Liberty campuses and for delivery at a new off-campus location at the Georgia Veterans Education Career Transition (VECTR) Center in Warner Robins, GA.

We added the accelerated bachelors to MSEE (ABM) option.

[MSEE-EE/NT: Electrical Engineering M.S.E.E. \(Non-Thesis\)](#)

JUSTIFICATION:

Fixed a few typos in the text.

We changed the Mathematics core course that was inherited from our old MSAE program to Advanced Power Systems (EENG 7333). The reason for that change is that the MATH course was used to provide the required math content to our previous Technology students to be able to obtain a graduate degree. However, since we are now an engineering program we have the required math preparation in the undergraduate program and there is no need for this course anymore. The advanced power system course is added to the graduate core to provide the needed background to satisfy the growing demand in graduate research in the area of power systems. The MSEE is being expanded to be offered on the Armstrong, Statesboro Armstrong and Liberty campuses and for delivery at a new off-campus location at the Georgia Veterans Education Career Transition (VECTR) Center in Warner Robins, GA.

We added the accelerated bachelors to MSEE (ABM) option.

MOTION: Dr. Andrew Hansen made a motion to approve the program agenda item submitted by the Department of Electrical and Computer Engineering. A second was made by Dr. Ogloblin, and the motion to approve the Revised Programs was passed.

Department of Information Technology

Deleted Course:

[IT 7360: Intgrt Tech School Learn Envir](#)

JUSTIFICATION:

This is not an "IT" course. We have no idea where it came from and it was never proposed by our department. We suspect it is a typo of a proposed "Instructional Technology" course that was entered under the "IT" designation, but never taught.

MOTION: Dr. Dickens made a motion to approve the agenda item submitted by the Department of Information Technology. A second was made by Dr. Stevenson, and the motion to approve the Deleted Course was passed.

E. College of Education

Dr. Deborah Thomas presented the agenda items for the College of Education.

Department of Curriculum, Foundations, and Reading

Revised Programs:

[EDD-CURS: Curriculum Studies Ed.D.](#)

JUSTIFICATION:

GRE is not a good indicator of student success in Ed. D. in Curriculum Studies program. Writing sample is a better indicator. We have enhanced the Writing Sample and developed a grading matrix for the Writing Sample. This suggested change was approved by the curriculum studies unit, the Ed.D. in Curriculum Studies program committee and the CFR department.

See attached grading matrix for the Writing Sample for details.

The following sentence from the third point under “Admission Requirements” has been eliminated--
“Present current official report from the Graduate Record Examination (GRE) or the Miller’s Analogies Test (MAT) showing competitive scores.”

This hybrid program will be offered on the Statesboro campus. This program will not be offered on the Armstrong or the Liberty campuses.

[EDS-READED: Reading Education \(K-12\) Ed.S. \(Online\)](#)

JUSTIFICATION:

READ 8431 is being removed as a prerequisite for EDUR 8434. In consultation between READ and EDUR faculty, it was decided that students can take these two courses in the same semester. This adjustment was made in the interest of students. It will ensure that students can complete their POS in 6 semesters. The course sequence was a challenge to work out since many courses are only offered once per year.

This program is 100% online.

MOTION: Dr. Stevenson made a motion to approve the agenda items submitted by the Department of Curriculum, Foundations, and Reading. A second was made by Dr. Kadlec, and the motion to approve the Revised Programs was passed.

Department of Middle Grades and Secondary Education

Revised Courses:

[TCLD 7334: Language Policy and Politics in Education](#)

JUSTIFICATION:

Changes made: Removal of all prerequisites and elective restrictions to allow enrollment by Ed.S. & Doctoral students

[TCLD 7336: Globalization, Immigration, and Teaching ELLs](#)

JUSTIFICATION:

Removal of all prerequisites and elective restrictions to allow enrollment by Ed.S. & Doctoral students
We opened the course to Ed.S. and Ed.D. level students in order that they can use this course as an elective.

[TCLD 7338: Special Education-ELL Interface Assessment](#)

JUSTIFICATION:

Removal of all prerequisites and elective restrictions to allow enrollment by Ed.S. & Doctoral students
We opened the course to Ed.S. and Ed.D. level students in order that they can use this course as an elective.

[TCLD 8538: Advanced ELL Bilingual Teaching Methods](#)

JUSTIFICATION:

We removed the prerequisites to allow for greater flexibility in individual students' programs of study.
We opened the course to Ed.S. and Ed.D. level students in order that they can use this course as an elective.

MOTION: Dr. Harter made a motion to approve the course agenda items submitted by the Department of Middle Grades and Secondary Education. A second was made by Dr. Stevenson, and the motion to approve the Revised Courses was passed.

Revised Program:

[MED-TCLAD: Teaching Culturally and Linguistically Diverse Students \(TCLD\) M.Ed. \(Online\)](#)

JUSTIFICATION:

We moved TCLD 6231 Cultural Diversity from a Admissions Prerequisite to a Program Prerequisite Coursework. We added an alternative course for EDUF 7235.

This program is 100% online.

MOTION: Dr. Dickens made a motion to approve the program agenda item submitted by the Department of Middle Grades and Secondary Education. A second was made by Dr. Hansen, and the motion to approve the Revised Program was passed.

F. College of Behavior and Social Sciences

Dr. Jonathan Grubb and Dr. John Kraft presented the agenda items for the College of Behavior and Social Sciences.

Department of Criminal Justice and Criminology

Revised Courses:

[CRJU 5003G: Cyber Forensics](#)

JUSTIFICATION:

This class can be taught online/asynchronously

[CRJU 6801: Proseminar in Ethics and Criminal Justice](#)

JUSTIFICATION:

This class can be taught asynchronously/online

[CRJU 6811: Criminal Justice Systems: Leadership, Management, and Policy](#)

JUSTIFICATION:

This course can be taught online/asynchronously

[CRJU 7631: Criminological Theory](#)

JUSTIFICATION:

This course can be taught online/asynchronously

[CRJU 7632: Seminar in Criminal Justice](#)

JUSTIFICATION:

This course can be taught online/asynchronously

[CRJU 7633: Seminar in Criminology](#)

JUSTIFICATION:

This course can be taught online/asynchronously

[CRJU 7867: Cyber Ethics and Internet Culture](#)

JUSTIFICATION:

This course can be taught online/asynchronously

[CRJU 7868: Cyber Criminology](#)

JUSTIFICATION:

This course can be taught online/asynchronously

MOTION: Dr. Kadlec made a motion to approve the agenda items submitted by the College of Behavior and Social Sciences. A second was made by Dr. Harter, and the motion to approve the Revised Courses was passed.

G. College of Science and Mathematics

Dr. Lance McBrayer presented the agenda items for the College of Science and Mathematics.

Department of Biology

Revised Programs:

[MS-BIOL: Biology M.S. \(Thesis\)](#)

JUSTIFICATION:

There are no actual changes to the requirements of this program. It had always been intended during Consolidation to expand the MS in Biology to the Armstrong campus. This request is to formally announce that the program is offered on both the Statesboro campus as well as the Armstrong campus.

[MS-BIOL-NT: Biology M.S. \(Non-Thesis\)](#)

JUSTIFICATION:

There are no actual changes to the requirements of this program. It had always been intended during Consolidation to expand the MS in Biology to the Armstrong campus. This request is to formally announce that the program is offered on both the Statesboro campus as well as the Armstrong campus. This program is not offered on the Liberty Campus.

Mrs. Naronda Wright asked Dr. McBrayer to work with her to discuss how the campus will be indicated on the application, and Dr. McBrayer agreed.

MOTION: Dr. Hansen made a motion to approve the agenda items submitted by the Department of Biology. A second was made by Dr. Dickens, and the motion to approve the Revised Programs was passed.

Department of Chemistry and Biochemistry

Revised Programs:

[MSAPS-APS: Applied Physical Science M.S.A.P.S. \(Thesis\)](#)

JUSTIFICATION:

There are no actual changes to the requirements of this program. It had always been intended during Consolidation to expand the MS Applied Physical Science to the Armstrong campus. This request is to formally announce that the program offered on both the Statesboro campus as well as the Armstrong campus. This program is not offered on the Liberty Campus.

[MSAPS-APS/NT: Applied Physical Science M.S.A.P.S. \(Non-Thesis\)](#)

JUSTIFICATION:

There are no actual changes to the requirements of this program (other than to list the Program Learning Outcomes as they had not been entered into CIM). It had always been intended during Consolidation to expand the MS Applied Physical Science to the Armstrong campus. This request is to formally announce that the program is offered on both the Statesboro campus as well as the Armstrong campus. This program is not offered on the Liberty Campus.

[MSAPS-PSM: Applied Physical Science M.S.A.P.S. \(Professional Science Master\)](#)

JUSTIFICATION:

There are no actual changes to the requirements of this program. It had always been intended during Consolidation to expand the MS Applied Physical Science to the Armstrong campus. This request is to announce that the program is offered on both the Statesboro campus as well as the Armstrong campus. This program is not offered on the Liberty Campus.

MOTION: Dr. Kadlec made a motion to approve the agenda items submitted by the Department of Chemistry and Biochemistry. A second was made by Dr. Ogloblin and the motion to approve the Revised Programs was passed.

Department of Mathematical Sciences

Revised Programs:

[MS-MATH/APL: Mathematical Sciences M.S. \(Concentration in Applied Mathematics\)](#)

JUSTIFICATION:

There are no actual changes to the requirements of this program. It had always been intended during Consolidation to expand the MS in Mathematics to the Armstrong campus. This request is to formally announce that the program will be offered on both the Statesboro campus as well as the Armstrong campus. This program is not offered on the Liberty Campus.

[MS-MATH/CPSC: Mathematical Sciences M.S. \(Concentration in Computational Science\)](#)

JUSTIFICATION:

There are no actual changes to the requirements of this program. It had always been intended during Consolidation to expand the MS in Mathematics to the Armstrong campus. This request is to formally announce that the program will be offered on both the Statesboro campus as well as the Armstrong campus. This program is not offered on the Liberty Campus.

[MS-MATH/PURE: Mathematical Sciences M.S. \(Concentration in Pure Mathematics\)](#)

JUSTIFICATION:

There are no actual changes to the requirements of this program. It had always been intended during Consolidation to expand the MS in Mathematics to the Armstrong campus. This request is to formally announce that the program will be offered on both the Statesboro campus as well as the Armstrong campus. This program is not offered on the Liberty Campus.

[MS-MATH/STAT: Mathematical Sciences M.S. \(Concentration in Statistics\)](#)

JUSTIFICATION:

There are no actual changes to the requirements of this program. It had always been intended during Consolidation to expand the MS in Mathematics to the Armstrong campus. This request is to formally announce that the program will be offered on both the Statesboro campus as well as the Armstrong campus. This program is not offered on the Liberty Campus.

MOTION: Dr. Harter made a motion to approve the agenda items submitted by the Department of Mathematical Sciences. A second was made by Dr. Hansen, and the motion to approve the Revised Programs was passed.

VI. OLD BUSINESS

- A. Sub-Committee for SLOs/Course Objectives** – Dr. Kowalewski stated she would be reaching out to the sub-committee to schedule a meeting. Dr. Kadlec said the sub-committee has already had an initial meeting. Dr. Kowalewski said she would be assisting the sub-committee with this task. Mrs. Audie Graham stated she has contacted the Registrar's Office to request a master list of graduate level courses in CIM for the sub-committee to use as a reference.

- VII. ANNOUNCEMENTS** – Mr. Wayne Smith reminded everyone that the priority deadline for curriculum items to be submitted for the next catalog is the February meeting. He said early registration begins on March 9 and asked that colleges/departments submit their curriculum items in time for the February meeting. The Registrar's Office will then be able to enter the changes into the system in enough time to allow students to register for their courses. He said curriculum can still be submitted for the March and April meetings, but it would be better for everyone if the items were submitted earlier.

VIII. ADJOURNMENT

There being no further business, the meeting was adjourned on November 14, 2019 at 9:27 AM.

Respectfully submitted,
Audie Graham, Recording Coordinator

Minutes were approved December 9, 2019 by electronic vote of Committee Members

NCAA Faculty Athletic Representative Report to the Faculty Senate

Georgia Southern University

January, 2020

Submitted by

Chris Geyerman, NCAA Faculty Athletic Representative

1. Below is an academic overview of Georgia Southern Student Athletes for Fall Semester, 2019:

Fall 2019 Overall GPA for Athletics=2.96

11 of the 16 teams earned a 3.0 or higher for Fall 2019

President's List (4.0)=59

Dean's List (3.50-3.99)=71

Honor Roll (3.00-3.49)=81

Total Number of Student Athletes with a 3.0 or higher=211

Fall 2019 Team GPA Overview

- Rifle=3.54
 - Softball=3.45
 - Volleyball=3.27
 - Women's Basketball=2.87
 - Women's Golf=3.24
 - Women's Soccer=3.20
 - Swimming and Diving=3.47
 - Women's Track and Field=2.56
 - Women's Cross Country=2.89
 - Women's Tennis=3.53
 - Baseball=3.20
 - Football=2.57
 - Men's Basketball=2.22
 - Men's Golf=3.47
 - Men's Soccer=2.93
 - Men's Tennis=3.39
2. The Director of Athletics resigned effective January 21, 2020. The search for a new Athletic Director is underway.

3. Below is the link to access NCAA Graduation Success Rate (GSR) and Federal Graduation Rate for Georgia Southern University:
<http://www.ncaa.org/about/resources/research/graduation-success-rate>
4. Below is the link to access NCAA Academic Progress Rate (APR) for Georgia Southern University:
<https://web3.ncaa.org/aprsearch/aprsearch>
5. Below [is a link to the “Knight Commission on Intercollegiate Athletics,”](http://www.knightcommission.org/) the goal of which is “to ensure that intercollegiate athletics programs operate within the educational mission of their colleges and universities.”
<http://www.knightcommission.org/>
6. [Below is a link to “The Drake Group,”](http://thedrakegroup.org/) whose mission “is to defend academic integrity in higher education from the corrosive aspects of commercialized college sports.”
<http://thedrakegroup.org/>

UNDERGRADUATE COMMITTEE
MINUTES
November 12, 2019
3:30 P.M.

I. CALL TO ORDER

Voting Members Present: Dr. Maria Adamos, Dr. Chris Barnhill, Mr. Chris Cartright , Dr. Joanne Chopak- Foss, Ms. Kay Coates, Dr. Nedra Cossa, Mrs. Jamie Cromley, Ms. Autumn Johnson, Dr. Barbara King, Dr. Jun Liu, Dr. Nancy McCarley, Ms. Donna Mullenax, Dr. Amy Potter, Dr. Lina Soares, Dr. Hyunju Shin, Dr. TimMarie Williams.

Non-Voting Members Present: Dr. Delena Bell Gatch, Ms. Linda Covino, Ms. Candace Griffith, Ms. Doris Mack, Mr. Wayne Smith, Mrs. Kathryn Stewart, Ms. Barbara Weiss.

Guests: Dr. John Kraft, Dr. Brian Koehler, Mrs. Cassie Morgan, Mr. Norton Pease, Dr. John Roberts, Dr. Sara Plaspohl, Dr. Deborah Thomas, Dr. David Williams.

Absent: Dr. Anoop Desai, Mr. Felix Hamza-Lup, Dr. Barbara Hendry, Dr. Dziyana Nazaruk, Dr. Marion Tabi.

Mr. Chris Cartright called the meeting to order on Tuesday, November 12, 2019 at 3:32 p.m.

II. APPROVAL OF AGENDA

Chris Cartright made a motion to approve the agenda. A second was made by Dr. Joanne Chopak-Foss and the motion to approve the agenda was passed.

III. ELECTION OF UNDERGRADUATE COMMITTEE CHAIR

Dr. Joanne Chopak-Foss and Dr. Lina Soares have been nominated to co-chair this committee. Dr. Nedra Cossa made a motion to approve their nomination. A second was made by Dr. Maria Adamos and the motion to approve the new co-chairs passed.

IV. NEW BUSINESS

A . College of Education

Dr. Deborah Thomas presented the agenda items for the College of Education.

Department of Curriculum Foundations & Reading

Revised Course(s)

[READ 3330: Content Literacy](#)

JUSTIFICATION:

We are planning to offer this course in summers in an online format to accommodate for students who are working full time or living at home in areas such as Atlanta. This also helps to accommodate for students on the Armstrong campus who have not had access to summer READ courses because of the low numbers. The regular semester courses (spring and fall) will continue to be taught face-to-face.

[READ 4233: Literacy Assessment and Instruction](#)

JUSTIFICATION:

We are planning to offer this course in summers in multiple formats to accommodate for students who are working full time or living at home in areas such as Atlanta. This also helps to accommodate for students on the Armstrong campus who have not had access to summer READ courses because of the low numbers. The regular semester courses (spring and fall) will continue to be taught face-to-face. The summer sections will be taught either face-to-face, hybrid, or fully online.

READ 3330 and READ 4233 revised delivery options to offer as asynchronous in Summer 2020. READ 4233 had prerequisites listed as a change, but that is an error and has already been corrected by Doris Mack. Mr. Cartright asked what change needed to go through EPC and asked for clarification on EPC. Deborah Thomas explained that EPC is the Education Preparation Committee. Any change that impacts any educator preparation program has to go through EPC. This change has been approved by EPC prior to this meeting.

Dr. Joanne Chopak-Foss made a motion to approve the revised courses submitted by the Department of Curriculum Foundations & Reading. A second was made by Dr. Nancy McCarley and the motion to approve the revised courses was passed.

Department of Middle and Secondary EducationNew Program(s)

[ENDORS-ESOLU: English for Speakers of Other Languages \(ESOL\) Education Undergraduate Endorsement](#)

JUSTIFICATION:

The ESOL Endorsement has been offered to both undergraduates and graduate students for decades via 5000-level courses. These courses have recently been split into 4000-level undergraduate and 6000-level graduate courses. There is a need for a separate catalog page for both the undergraduate and the graduate endorsement programs.

This program will be offered on the Statesboro and Armstrong campuses.

Per Dr. Thomas, this program has never been added to the catalog and they would like to add it now. This is technically not a new program, it has been offered for many years.

Dr. Joanne Chopak-Foss made a motion to approve the new program submitted by the Department of Middle and Secondary Education. A second was made by Dr. Nancy McCarley and the motion to approve the new program was passed.

B. College of Arts and Humanities**Department of Communication Arts**

Mr. Norton Pease presented the agenda items for the College of Arts and Humanities.

Revised Course(s)

COMM 5333: Theories of Mass Communication

JUSTIFICATION:

Faculty believe that students need a firm grounding in basic knowledge of the different forms of research because they must complete a major research project/paper in this course. This foundation is covered in COMS 2330 Introduction to Communication Research, which is an Area F requirement for both the MMFP and MMJ programs. Additionally, because this course is an elective for PRCA students, who are not required to take COMS 2330, PRCA 4330 Public Relations Research is being added as an alternative to COMS 2330.

COMS 2330 or PRCA 4330 is also the prerequisite for COMS 5330 Communication Theory, a similar theory and research course in the Communication Studies program. COMS 5330 and COMM 5333 are electives within the PRCA theory course requirement. Because PRCA students may choose to take either of these two courses, the two courses should have similar prerequisites.

COMS 4333: General Semantics: Language Use, Meaning, Culture

JUSTIFICATION:

The revision to the course title and description better reflects the actual course content and better reflects disciplinary trends on the subject (per a review of courses at peer and aspirational institutions during a recent comprehensive program review).

The removal of LING 4333 as a cross-listing is due to differences in the course content. At one time both courses (COMS 4333 and LING 4333) were simply titled Semantics. However, COMS 4333 was previously changed to General Semantics. Semantics and General Semantics, while related, are not the same. The two courses are now, and have been for years, substantively distinct and should not be cross-listed.

MMFP 2331: Multi-Camera Production

JUSTIFICATION:

MMFP 2335 has been part of a triumvirate group that has caused some issue with student registration, as well as limiting growth in the area of media writing. The proposed change will allow students to take the MMFP 2335 course prior to taking MMFP 2331 and MMFP 2336, where students will use the knowledge and skills learned in MMFP 2335 to continue their writing skills. However, for transfer students, to stay on course, MMFP 2335 may be taken at the same time as MMFP 2331 and MMFP 2336, thus a prerequisite.

MMFP 2335: Introduction to Media Writing

JUSTIFICATION:

MMFP 2335 has been part of a triumvirate group that has caused some issues with student registration, as well as limiting growth in the area of media writing. The proposed change will allow students to take the MMFP 2335 course prior to taking MMFP 2331 and MMFP 2336, where students will use the knowledge and skills learned in MMFP 2335 to continue their writing skills.

Removed period from catalog description.

MMFP 2336: Audio Production and Sound Design

JUSTIFICATION:

MMFP 2335 has been part of a triumvirate group that has caused some issue with student registration, as well as limiting growth in the area of media writing. The proposed change will allow students to take the MMFP 2335 course prior to taking MMFP 2331 and MMFP 2336, where students will use the knowledge and skills learned in MMFP 2335 to continue their writing skills. However, for transfer students, to stay on course, MMFP 2335 may be taken at the same time as MMFP 2331 and MMFP 2336, thus a co-requisite.

MMFP 3533: Narrative Film Production

JUSTIFICATION:

MMFP 3533, Narrative Film Production, is a senior level course and should have the numbering that reflects this, thus the change to 4233. Senior Project I is moving to a junior level course and will prepare students for planning and better quality in the senior level courses, one being Narrative Production.

[MMFP 4135: Lighting and Cinematography](#)**JUSTIFICATION:**

MMFP 4135, Lighting and Cinematography should be an upper level junior course, as opposed to senior course, that prepares students to take and succeed in senior level courses.

[MMFP 4335: Documentary Writing and Production](#)**JUSTIFICATION:**

MMFP 4431, Senior Project I, is being changed to MMFP 3532, Producing and Production Management, to provide the opportunity for students to gain skills earlier in their academic career that will prepare students for producing higher quality documentary and narrative productions.

[MMFP 4337: Digital Media Post Production](#)**JUSTIFICATION:**

MMFP 4337, Digital Media Post Production is an upper level junior course, as opposed to a senior level course and prepares students for the finer work required in the senior level production courses.

[MMFP 4431: Producing and Production Management](#)**JUSTIFICATION:**

MMFP 4431, Senior Project I has been the first course in an advanced, two-semester sequence in which each student works as part of a team in the creation of a radio documentary, corporate training or narrative film, or TV pilot or documentary. Through assessment, faculty have decided that this course in creation and planning is best served at an early point in the MMFP program. The change will aid students in all the senior level courses that are required, and give students practice in producing and managing prior to courses in Documentary, Narrative, Sports Productions, and Senior Project II. The name change indicates an upper level junior course.

Dr. Joanne Chopak-Foss made a motion to approve the revised courses submitted by the Department of Communication Arts. A second was made by Dr. Nancy McCarley and the motion to approve the revised courses was passed.

Department of Philosophy & Religious StudiesCourse Inactivation(s)[PHIL 3121: The Rise of Science in Religious Contexts](#)**JUSTIFICATION:**

Faculty member no longer works here. No others can teach the course

Dr. Joanne Chopak-Foss made a motion to approve the course inactivation submitted by the Department of Philosophy & Religious Studies. A second was made by Dr. Nancy McCarley and the motion to approve the course inactivation was passed.

Revised Program(s)[BA-PHIL/LAW: Philosophy B.A. \(Concentration in Law\)](#)**JUSTIFICATION:**

We would like to move the critical thinking class out study of area F and into the major to let students have more flexibility in area F to complete their language requirements for the degree. Critical thinking, or

alternatively the higher level Formal logic course, will still be required. It is merely moved into the major block. This program is offered on the Statesboro campus only. It is not offered on Armstrong or Liberty campuses.

[BA-PHIL/RELS: Philosophy B.A. \(Concentration in Religious Studies\)](#)

JUSTIFICATION:

Creating a more streamlined pathway for students; addressing student confusion by simplifying credit hour ranges by listing some courses in multiple categories; allowing students to take Philosophy classes that were previously not listed; placing Asian Religions courses in three possible categories to incentivize students to take an Asian Religions course; adding new RELS classes that have been added to the catalog in the past year. This program is only offered on the Statesboro campus.

Dr. Joanne Chopak-Foss made a motion to approve the revised programs submitted by the Department of Philosophy & Religious Studies. A second was made by Dr. Nancy McCarley and the motion to approve the revised programs was passed.

Department of Foreign Languages

Revised Course(s)

[FORL 3431: Foreign Languages Methods: P-8](#)

JUSTIFICATION:

Prereq: correct a misspelled word. Contact hours: Align with FORL 6431. Schedule type: Make available OL

[FORL 3432: Foreign Languages Methods: 9-12](#)

JUSTIFICATION:

To be able to offer this course online to meet students' needs.

Dr. Joanne Chopak-Foss made a motion to approve the revised courses submitted by the Department of Foreign Languages. A second was made by Dr. Nancy McCarley and the motion to approve the revised courses was passed.

Department of History

Revised Course(s)

[HUMN 4631: Capstone Project for Digital Humanities](#)

JUSTIFICATION:

Cross listing will make it easier for faculty to teach capstone courses in the Digital Humanities and for students to fulfill the final requirement for the minor. The original course that the capstone was modeled on was the 5000 level digital history course. Introduction to Public History is also required for the minor and the advanced public history course involves digital projects and continues the public history theme.

Dr. Joanne Chopak-Foss made a motion to approve the revised course submitted by the Department of History. A second was made by Dr. Nancy McCarley and the motion to approve the revised course was passed.

C. Waters College of Health Professions

Dr. Chris Barnhill presented the agenda items for the Waters College of Health Professionals.

School of Nursing

Course Inactivation(s)

[NURS 5131: Scientific and Medical Terminology](#)

JUSTIFICATION:

Course was revised and renumbered to NURS 4143 during consolidation in 2018. This course is no longer offered under this number.

I submitted this for the November meeting but it was rolled back as after the deadline for the October meeting. This is a re-submission.

Dr. Joanne Chopak-Foss made a motion to approve the course inactivation submitted by the School of Nursing. A second was made by Dr. Nancy McCarley and the motion to approve the course inactivation was passed.

Department of Health Sciences and Kinesiology**New Program(s)**

[066B: Coaching Minor](#)

JUSTIFICATION:

The Coaching minor already exists and is currently part of the Exercise Science major. It was originally placed there simply because the conventional wisdom had been that a minor had to be part of a major. The two are actually very different types of programs, and the problem is that the current arrangement prevents Exercise Science majors from completing the Coaching minor. Therefore, we would like to remove the Coaching minor from the Exercise Science major and let it stand alone.

Dr. Joanne Chopak-Foss made a motion to approve the new program submitted by the Department of Health Sciences & Kinesiology. A second was made by Dr. Nancy McCarley and the motion to approve the new program was passed.

Revised Program(s)

[BHS-HSIN: Health Science B.H.S. \(Concentration in Health Informatics\)](#)

JUSTIFICATION:

IT 1430 is now a pre-req for IT 3233. This program will be offered on the following campus Armstrong. This program will not be offered on the following campuses: Statesboro and Liberty.

Dr. Joanne Chopak-Foss made a motion to approve the revised program submitted by the Department of Health Sciences & Kinesiology. A second was made by Dr. Nancy McCarley and the motion to approve the revised program was passed.

D. College of Business

Dr. Jun Liu presented the agenda items for the College of Business.

Department of Economics**Course Inactivation(s)**

[ACCT 2106: Environment of Business](#)

JUSTIFICATION:

This course carried over from the Armstrong consolidation. LSTD 2106 is the Environment of Business course at Georgia Southern, so we need to deactivate this course.

[ACCT 3111: Inter Accounting I \(SSU\)](#)

JUSTIFICATION:

This course carried over from the Armstrong consolidation and references a Savannah State University course.

[ACCT 3112: Intermediate Accounting II-SSU](#)

JUSTIFICATION:

This course carried over from the Armstrong consolidation and references a Savannah State University course.

[ECON 4210: Internation Law Exprop/Compens](#)

JUSTIFICATION:

This course was deactivated around 20 years ago at Armstrong University. No one in the Department of Economics initiated its reactivation. We are not sure why it was reactivated and thus are correcting the mistake by making it inactive again.

Dr. Joanne Chopak-Foss made a motion to approve the course inactivations submitted by the Department of Economics. A second was made by Dr. Nancy McCarley and the motion to approve the course inactivations was passed.

E. College of Engineering and Computing

Dr. David Williams presented the agenda items for the College of Engineering and Computing.

Department of Electrical & Computer Engineering

Revised Course(s)

[EENG 3337: Power Systems Fundamentals](#)

JUSTIFICATION:

Students taking Electric Machines (EENG 3241) and Power Systems Fundamental (EENG 3337) are confusing concepts and they are also lacking some foundation needed in the Power Systems Fundamentals.

[EENG 5540: Communication Systems with Lab](#)

JUSTIFICATION:

We changed the title to eliminate an out of sync error we had with CIM and Banner.

We also added Microelectronics as a prerequisite and took out the permission of instructor.

Dr. Lina Soares made a motion to approve the revised courses submitted by the Department of Electrical & Computer Engineering. A second was made by Dr. Nancy McCarley and the motion to approve the revised courses was passed.

Revised Program(s)

[BSCPE-CPE: Computer Engineering B.S.Cp.E.](#)

JUSTIFICATION:

Additional corrections of typos and missing references for footnotes.

Also, we replaced the two (2-credit hour) senior design courses (EENG 4620 & EENG 4621) with the new (single 4- credit hour) senior capstone course (EENG 4640). Finally, we added a few courses that the Computer Engineering Course could take to as electives.

This program will be offered on the following campus: Statesboro. The first two years of this program (to satisfy the Regents Engineering Pathway Program) will be offered on the following campus: Armstrong. This program will not be offered on the following campus: Liberty.

[BSEE-ELEC: Electrical Engineering B.S.E.E.](#)

JUSTIFICATION:

The word “requirement” had a typo. The footnote referencing was corrected. We also replaced the two senior design courses (EENG 4620 & EENG 4621) with the new senior capstone course (EENG 4640). This program will be offered on the following campus: Statesboro. The first two years of this program (to satisfy the Regents Engineering Pathway Program) will be offered on the following campus: Armstrong. This program will not be offered on the following campus: Liberty

Dr. Lina Soares made a motion to approve the revised programs submitted by the Department of Electrical & Computer Engineering. A second was made by Dr. Nancy McCarley and the motion to approve the revised programs was passed.

Department of Information Technology

Revised Course(s)

[IT 3230: Data Visualization](#)

JUSTIFICATION:

Removed IT 3233 as prerequisite, as it is not required for student success in the course. Added course outcomes.

[IT 3530: Fundamentals of Information Systems Security](#)

JUSTIFICATION:

Added course outcomes. Included alternative prerequisite - IT 2531 or CSCI 2120. Added IT 2531 as a prerequisite to avoid overrides.

[ITW 1130: Introduction to Information Technology](#)

JUSTIFICATION:

Typo in course title

[ITW 2140: Discrete Mathematics for Information Technology](#)

JUSTIFICATION:

Typo in course title.

Dr. Lina Soares made a motion to approve the revised courses submitted by the Department of Information Technology. A second was made by Dr. Nancy McCarley and the motion to approve the revised courses was passed.

Revised Program(s)

[900C: Cyber Security Minor](#)

JUSTIFICATION:

This program will be offered on the following campus(es): Statesboro, Armstrong

This program will not be offered on the following campus(es): Hinesville

Added outcomes. Removed programming course in favor of Introduction to Cybersecurity course.

[BSIT-IT: Information Technology B.S.I.T.](#)

JUSTIFICATION:

This program will be offered on the following campus(es): Statesboro, Armstrong. This program will not be offered on the following campus: Liberty. Added clarification footnote on carry-over hours from CSCI 1301 and

MATH 1441. Updated the total number of hours in Major Requirements and Electives to reflect carry-over hours. Changed CISM 4237 requirement in Info Mgmt specialization to IT 3432, now that an appropriate "IT" course is available. Updated program outcomes. Add WRIT 3220 as an alternative to WRIT 2130 STAT 1401 was listed under D2 and F. Removed STAT 1401 from Area D2. Replaced with Calculus.

[BSIT-IT/DS: Information Technology B.S.I.T \(Concentration in Data Science\)](#)

JUSTIFICATION:

This program will be offered on the following campus: Statesboro. This program will not be offered on the following campus(es): Armstrong, Liberty. General corrections from last round of "corrections" from consolidation, including... Fixed typo in Elective Hours comment. There was a stray "w". Added IT 2531 to Area D2 and removed it from Major Requirements. Added missing BUSA 3132 under "specific requirements." Reordered the major courses to be more logical.

[CERO-CYSC: Cyber Security Certificate](#)

JUSTIFICATION:

This program will be offered on the following campus(es): Statesboro, Armstrong and Liberty. Per request from Assoc. Dean, David Williams, added a footnote to explain that the Certificate cannot be earned without also completing the BSIT degree requirements.

[BIT-INFOTECH: Bachelors of Information Technology \(BIT\)](#)

JUSTIFICATION:

This program will be offered on the following campus(es): eMajor (Fully online).
Per request from Assoc. Dean, David Williams, reorder the course listed under Area F.
Also, reordered courses under major requirements.

Dr. Lina Soares made a motion to approve the revised programs submitted by the Department of Information Technology. A second was made by Dr. Nancy McCarley and the motion to approve the revised programs was passed.

F. College of Behavioral and Social Sciences

Dr. Barbara King presented the agenda items for the College of Behavioral and Social Sciences.

Department of Criminal Justice & Criminology

Revised Course(s)

[CRJU 2210: Introduction to Policing](#)

JUSTIFICATION:

This course can be taught asynchronously

[CRJU 2410: Introduction to Corrections](#)

JUSTIFICATION:

This course can be taught asynchronously

[CRJU 3160: Corporate Crime](#)

JUSTIFICATION:

This course can be taught asynchronously

[CRJU 3170: Criminal Justice Admin](#)

JUSTIFICATION:

CRJU 2020 is no longer offered and was not intended to be a pre-requisite for this course for the department's consolidated curriculum for the current or future academic years. NEW EDIT: This course can also be taught asynchronously/online

[CRJU 3234: Research Methods](#)

JUSTIFICATION:

Faculty discussed offering this class online (asynchronously) at faculty meeting on May 3, 2019 and unanimously agreed for the department to be able to do so to better serve students.

[CRJU 4910: Senior Seminar CRJU Crim](#)

JUSTIFICATION:

This course can be taught asynchronously

[CRJU 5003: Cyber Forensics](#)

JUSTIFICATION:

This course can be taught asynchronously

Dr. Joanne Chopak-Foss made a motion to approve the revised courses submitted by the Department of Criminal Justice & Criminology. A second was made by Dr. Nancy McCarley and the motion to approve the revised courses was passed.

Revised Program(s)

[093B: Criminal Justice and Criminology Minor](#)

JUSTIFICATION:

This program will be offered on the following campuses: Statesboro, Armstrong, Liberty and Online.

[BS-CRIM: Criminal Justice and Criminology B.S. \(Emphasis in Criminal Justice and Criminology\)](#)

JUSTIFICATION:

This program will be offered on the following campuses: Statesboro, Armstrong, Liberty and Online.

Dr. Joanne Chopak-Foss made a motion to approve the revised programs submitted by the Department of Criminal Justice & Criminology. A second was made by Dr. Nancy McCarley and the motion to approve the revised programs was passed.

Department of Political Science & International Studies

Dr. John Kraft presented the agenda items for the Department of Political Sciences & International Studies.

Revised Course(s)

[INTS 2630: Research Methods in International Studies](#)

JUSTIFICATION:

A few years ago, INTS moved the Research Methods course to a 2000-level in the hopes of providing a better research background for students prior to entering the upper-division offerings. This policy has not been successful: our students now not only lack research skills going into the 2000-level course, but they have not had sufficient coursework in INTS to be able to contextual and formulate reasonable research inquiries within the discipline. This request simply asks to move the course back into the 3000-level and is a simple corrective action for a well-intentioned, but unsuccessful curriculum change. Adding other upper-division coursework in the major as pre-requisite courses will help to better prepare the students to take advantage of methodological work in our area of study. This level of course engagement will also serve them better for completing the Senior Seminar course, which is a natural progression from this course within the program's sequence.

Dr. Joanne Chopak-Foss made a motion to approve the revised course submitted by the Department of Political Science & International Studies. A second was made by Dr. Nancy McCarley and the motion to approve the revised course was passed.

New Course(s)

[INTS 3133: Contemporary Latin America](#)

JUSTIFICATION:

This will be one of the courses that will support the new Caribbean concentration within the Latin America and Caribbean Area Studies Track. INTS has expanded our program offerings to include a non-language minor track for Area Studies and we need to populate these categories with regional courses offering

[INTS 3574: Making of the Modern Caribbean](#)

JUSTIFICATION:

This will be one of the courses that will support the new Caribbean concentration within the Latin America and Caribbean Area Studies Track.

[INTS 4620: Global Studies: Theories and Perspectives](#)

JUSTIFICATION:

Major requires 3 Credits in Theory Emphasis. Currently, this course is being taught outside of the program. The INTS Program should offer its own canon. Students who are taking INTS should be educated in the major theoretical debates for their discipline.

Mr. Cartright asked if we approved new courses this month, will we look at revised programs during next meeting? Dr. John Kraft responded “yes” to Mr. Cartright.

Dr. Chopak-Foss asked if INTS 4620 is part of the Caribbean concentration? Dr. Kraft was not able to answer this question.

Dr. Chopak-Foss stated they tried to make a change this summer and request documentation from Deans to vet classes across campus to avoid duplications. Dr. Chopak-Foss stated in the past there was a committee to review International courses to make sure there was significant international content vs just regional, she is unsure if this has been done. Dr. Kraft said it has not been done. Dr. Soares suggested tabling the approval of these courses until they have had further vetting. Mr. Cartright stated these courses will need to include in the justification that they discussed these new courses with History and Geography. Dr. Chopak-Foss also stated there should be some evidence of demand included in the justification for each course.

Dr. Joanne Chopak-Foss made a motion to rollback INTS 3133, INTS 3574 and INTS 4620 to allow the department to talk with other departments impacted by these new courses. for A second was made by Dr. Nancy McCarley and the motion to rollback the new courses was passed.

Department of Psychology

Program Inactivation(s)

[CERO-ABAC: Applied Behavior Analysis Certificate](#)

JUSTIFICATION:

PSYC offers a Verified Course Sequence [VCS] in which students can sit for an exam to be certified. But, this program-ABAC--is not that program....(That program is described elsewhere in the catalog.) By having ABAC still listed, it is confusing students and potentially hindering the accreditation of the actual ABA VCS program.

This program will not be offered on the Armstrong campus. This program never was offered on the Liberty campus or Statesboro campus.

Dr. Joanne Chopak-Foss made a motion to approve the program inactivation submitted by the Department of Psychology. A second was made by Dr. Nancy McCarley and the motion to approve the program inactivation was passed.

G. College of Science and Mathematics

Dr. Brian Koehler presented the agenda items for the College of Science and Mathematics.

Department of Mathematical Sciences

New Program(s)

170A: Statistics Minor

JUSTIFICATION:

Students earning a statistics minor will be more marketable for careers involving data analysis. Armstrong had a similar statistics minor that was not preserved in the consolidation, so there is precedent for offering this minor on one of our campuses. The program will be offered on the following campuses: Statesboro, Armstrong. The program will not be offered on the following campuses: Liberty.

Dr. Joanne Chopak-Foss made a motion to approve the new program submitted by the Department of Mathematical Sciences. A second was made by Dr. Nancy McCarley and the motion to approve the new program was passed.

H. Discussion of Definition of Concentration vs Emphasis

Dr. Joanne Chopak-Foss made a motion to accept this additional item under new business, the discussion of emphasis vs concentration. A second was made by Dr. Nancy McCarley and the motion to accept this additional item under new business was passed.

Dr. Chopak-Foss read a statement from the course catalog “a minor must contain 15-18 semester hours of coursework with at least 9 hours of upper division coursework. Courses taken to satisfy areas A-E may not be counted as coursework in the minor. Area F courses may be counted as coursework in the minor. A concentration within a degree is also 15-18 hours, specialized but within the same degree.” Ms. Candace Griffith stated that concentrations are anything 18 hours or more. We have stand-alone concentrations, and the bulk, which are in degree programs. An emphasis is anything below 18 hours.

Ms. Griffith asked if we should also indicate that concentrations and emphasis require a certain level of upper and lower level courses? Dr. Soares stated that Middle & Secondary Education has concentrations of only 15 hours , but they are inline with the Georgia Performance Standard Commission. Ms. Griffith stated a concentration can be embedded in a degree program or stand-alone. She also stated the committee can vote to change the definition. Mr. Cartright suggested drafting a definition of each of these and recommend that one of these terms means it is embedded and the other indicate stand-alone. Ms. Griffith stated if we were to follow through with Mr. Cartright’s suggestion, every single program would have to be revised.

Dr. Bell Gatch mentioned the minor requirements does have specifications in terms of the level of the courses. There can be some degree programs that put forward an emphasis that would be less than 18 hours but were referencing 1000 level courses. Would the committee find this acceptable? How are you defining a concentration and emphasis within a degree program beyond the number of hours? Dr. Soares stated it seems that this is very college specific. Ms. Griffith shared that there is no minimum hour definition for emphasis at this time. Dr. Chopak-Foss stated she would like to see concentrations capped at 24 hours. Ms. Griffith asked if we want concentrations

to be exposure to add more depth to a program in a different area? Dr. Chopak-Foss asked for volunteers to craft language in a sub-committee. Dr. Chris Barnhill, Dr. Barbara King, Ms. Donna Mullenax, Dr. Amy Potter and Dr. Delena Bell Gatch agreed to join the committee to consult what is currently in the Georgia Southern catalog regarding minors and crafting the language for concentration or having definition of an emphasis, minor and concentration with uniformed language. This sub-committee will bring their suggestions to the January meeting.

V. Other Business

a. CIM Form Updates

The sub-committee suggestions will be presented during the Graduate Committee meeting Thursday, November 14th.

b. Discussion of Agenda Structure

Mr. Cartright suggested reorganizing the agenda to take all inactivations first and then review courses and programs. The committee voted to keep the agenda as is.

Dr. Soares made a motion to approve the change in agenda structure. A second was made by Dr. Nancy McCarley. The motion to approve the change in agenda structure did not pass, as all committee members did not vote in favor.

c. Discussion of CourseLeaf Notifications

Dr. Soares asked if there is anyway for CL notifications to be sent only to our Georgia Southern emails. There is a filter each user can set in their email so that it all goes into one folder.

d. Discussion of Meeting Location

Dr. Soares would like to change the meeting venue due to parking limitations and the Williams Center not being centrally located on campus. Dr. Soares suggested the library, the IT building, the College of Business building. Mr. Smith mentioned that we have tried this meeting in other locations and have had difficulty hearing both campuses. He suggested to Dr. Soares that parking would reserve a space if we continued in the Williams Center.

IV. Adjournment

Mr. Smith reminded everyone of the priority deadline in February. The new Registrar, Cassie Morgan, was introduced to the committee.

There being no further business to come before the committee, a Cartright/King motion to adjourn the meeting at 4:59 p.m. was passed unanimously.

University Undergraduate Curriculum Committee Report

On Tuesday, November 12, 2019, the University Undergraduate Committee met and after the approval of the Agenda, the committee elected Drs. Lina Soares and Joanne Chopak-Foss as Co-Chairs for the remainder of the 2019-2020 academic year. Under the category of New Business, the University Undergraduate Committee approved all new proposed programs, program revisions, course revisions, and courses to be inactivated:

UGC Nov. 2019

- READ courses: **Approve**
- ENDORS: **Approve**
- COMM, COMS, MMFP: **Approve**
- PHIL3121: **Inactivate**
- PHIL BAs: **Approve**
- FORL courses: **Approve**
- HUMN 4691: **Approve**
- NURS5131: **Approve**
- 066B: Coaching Minor: **Approve**
- BHS, informatics concentration: **Approve**
- ACCT, ECON: **Inactivate**
- EENG courses: **Approve**
- Engineering programs: **Approve**
- ITW course revisions: **Approve**
- IT program revisions: **Approve**
- CRJU courses: **Approve**
- CRIM programs: **Approve**
- INTS2630: **Approve**
- New INTS courses: **Rollback**
 - detail justification; demonstrate approval from Geography, History, Literature, Foreign Languages, and/or any other courses with similar or related offerings
- Behavioral analysis cert.: **Inactivate**
- Stats minor: **Approve**

The UGCC did not approve three proposed new courses:

INTS 31311: Contemporary Latin America

INTS 3574: Making of the Modern Caribbean

INTS 4620: Global Studies: Theories and Perspectives

The University Undergraduate Curriculum Committee found that the three new courses had not been properly vetted and required a demonstrated approval from multiple departments, such as Geography, History, Foreign Languages, Literature, and/or any other departments with similar or related course offerings.

Under the category of Other Business, the University Undergraduate Curriculum Committee agreed that proposed changes to CIM Forms would require a meeting with the University Graduate Curriculum Committee. A meeting has been planned with Candace Griffin, Delena Gatch, Ashley Walker, and Jennifer Kowalewski to review proposed changes.

Dr. Chopak-Foss asked for volunteers to craft language in a sub-committee. Dr. Chris Barnhill, Dr. Barbara King, Ms. Donna Mullenax, Dr. Amy Potter and Dr. Delena Bell Gatch agreed to join the committee to consult what is currently in the Georgia Southern catalog regarding minors and crafting the language for concentration or having definition of an emphasis, minor and concentration with uniformed language. This sub-committee will bring their suggestions to the January meeting.

Dr. Lina Soares
Dr. Joanne Chopak-Foss
UGCC Co-Chairs